



**Tony Evers, Governor**  
**Dan Hereth, Secretary Designee**

July 27, 2023

Tina Butteris, Administrator  
Village of Windsor  
4084 Mueller Road  
DeForset, WI 53532  
[tina@windsorwi.gov](mailto:tina@windsorwi.gov)

**VIA EMAIL**

Re: Village of Windsor Jurisdiction for Uniform Dwelling Code (UDC) and Camping Units Permitting and Inspecting

Dear Tina Butteris,

The Department has reviewed your most recent ordinance and I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code §§ SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over construction and inspection of new one- and two-family dwellings and camping units.

Pursuant to Wis. Stat. §§ 101.65(1) (a) and (2m), § 101.651(2m), and § 101.63(1), the Department delegates your municipality the primary responsibility to perform permitting and inspecting for all installations under Wis. Admin. Code §§ SPS 320.08(1) and SPS 327.09(1) to be constructed within the limits of your municipality.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a certified copy of all adopted ordinances and subsequent amendments within 30 days of adoption by the municipality, and
- Maintain an approved method of enforcement as identified in Wis. Admin. Code § 320.06(1)(b).
- File a copy of each Uniform Dwelling Code permit to the Department, in accordance with Wis. Stat. § 101.65(4).

Please note the following items to be addressed in your ordinance:

- Sec. 10-72(a) specifies when a permit may be revoked. A permit under the UDC may only be revoked as described under Wis. Admin. Code §§ [SPS 320.10\(4\)\(b\)](#) and [SPS 320.11](#).

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

The Department understands that Kelly Green with General Engineering Company is the primary code enforcement contact for your municipality and that they have the proper certification to do so.

Our UDC consultant for your area, Lenny Kanter, at (608) 261-6541, is available to assist in any questions or concerns your municipality may have with UDC or camping unit permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink that reads 'Garry D. Krause'.

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: General Engineering Company